



Planning, Building, and Public Works Division  
**COMMUNITY DEVELOPMENT**  
 21630 11th Avenue South, Suite D  
 Des Moines, WA 98198  
 (206) 870-7576 | [www.desmoineswa.gov](http://www.desmoineswa.gov)

## **BUILDING PERMIT SUBMITTAL CHECKLIST**

### **MINOR RESIDENTIAL CONSTRUCTION AND ADDITIONS NOT INCLUDING BEDROOMS**

In order to process your Building Permit Application with the least amount of delay, and to ensure that it flows through the review process smoothly, the following materials should be submitted **when you apply**.

Applicant    Staff    (Check appropriate boxes)

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Building Permit Submittal Checklist <b>(1 copy)</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Permit application <b>(1 copy)</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed site plan with drainage plans, driveway layout, building height. <b>(2 copies)</b>                |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction drawings with building height clearly shown with average height calculation <b>(2 copies)</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of water availability: <i>required only when adding square footage</i> <b>(1 copy)</b>         |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of fire hydrant availability <b>(1 copy)</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Washington State Contractors license or affidavit in lieu of contractors registration                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of any recorded easements <b>(1 copy)</b>   |

**THERE IS HELPFUL INFORMATION AVAILABLE AT THE PERMIT COUNTER OR ON THE CITY WEBSITE AT [WWW.DESMOINESWA.GOV](http://WWW.DESMOINESWA.GOV) ON THE BUILDING DEPARTMENT PAGE.**

### **CODES OBSERVED**

City of Des Moines Municipal Code  
 International Building Code  
 International Residential Code  
 International Fire Code  
 International Mechanical Code  
 International Fuel and Gas Code  
 Uniform Plumbing Code  
 Washington Cities Electrical Code  
 National Electrical Code  
 State Environmental Policy Act (SEPA)  
 Washington State Energy Code

### **ASSOCIATED AGENCIES**

South King Fire and Rescue	(253) 839-6234	31617 1 <sup>st</sup> Ave. S.	Federal Way
King County Water District 54	(206) 878-7210	922 S. 219 <sup>th</sup> St.	Des Moines
Highline Water District	(206) 824-0375	2828 30 <sup>th</sup> Ave. S.	Kent
Lakehaven Utility District	(253) 941-1516	3123 1 <sup>st</sup> Ave. S.	Federal Way
Midway Sewer District	(206) 824-4960	3030 S. 240 <sup>th</sup> St.	Kent
SW Suburban Sewer District	(206) 244-9575	431 SW Ambaum	Burien

## **SINGLE FAMILY RESIDENTIAL PERMIT PROCESS**

**PLANNING:** Plans are reviewed for appropriate land configurations.

Building Placement	DMMC 18.55.130
Environmentally Critical Areas	DMMC 16.10
Shoreline Jurisdiction	Shoreline Master Program
Land Clearing and Grading	DMMC 14.20
Permitted Land Use	DMMC 18.52.010A
Lot Area	DMMC 18.55.060
Lot Coverage	DMMC 18.55.120
Setbacks	DMMC 18.55.080 – 18.55.100
Height Elevations	DMMC 18.55.110

### **ADDITIONAL PERMITS THAT MAY BE REQUIRED:**

**Residential** electrical, mechanical, and plumbing permits can be obtained online at [www.desmoineswa.gov/mypermits](http://www.desmoineswa.gov/mypermits).

Electrical Permit

- Electrical permits are obtained through the Building Division at the permit counter

Mechanical Permit

Plumbing Permit

Land Clearing / Grading Permit

Right of Way Permit

Demolition Permit

**When your Building Plans are approved, construction may begin.**

Hours of construction are:

Monday – Friday: 7:00 am to 7:00 pm

Saturday, Sunday, and Legal Holidays: 8:00 am – 5:00 pm